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Refer to the New District Wide Procedures for Electronically Filing Sealed and Redacted Documents prior to docketing the sealed event codes.

The Proposed Redacted Document Event Code is used to submit the document(s) requiring redaction.

NOTE: The docket entry only is viewable to the public. The PDF(s) are restricted from public view. The judge and designated staff will have access to the sealed document(s).

Docketing Procedure:

Click on Bankruptcy or Adversary hyperlink on the CM/ECF Main Menu Bar.

Click on the Sealed Events hyperlink under the Sealed Category.

Enter the Adversary Proceeding or Bankruptcy Case Number. Click Next.

Select **Proposed Redacted Document** event code from the available event menu. Click Next.

Select the appropriate party from the pick list. Click Next. If party not listed, click Add/Create New Party and follow the prompts to add a new party.

Click on Browse button to attach PDF document. Click Next.

The following message will appear: **The docket entry will appear on the Docket Report. The PDF attached is SEALED.**

Place a check mark in the box "Refer to Existing Event." Click Next.

Select the motion category. Click Next.

Place a check mark in the box next to Motion to File Redacted Document. Click Next.

The Docket Text Screen will appear with one blank drop down menu text box that may be used to include additional information (e.g., Amended, First Amended, etc.). Insert additional information or leave blank. Click Next.

Review final docket text. Click Next.

Notice of Electronic Filing Screen will appear. The transaction is complete

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<http://www.canb.uscourts.gov/ecf/efiling-manual/proposed-redacted-document>